

**APPENDIX G**  
**ARIZONA NATIONAL GUARD**  
**Unit Volunteer**  
**FAMILY READINESS GROUP SECRETARY**  
**JOB DESCRIPTION**

**TITLE:** Family Readiness Group (FSG) Secretary

**MAJOR OBJECTIVE:** To assist unit family members in organizing and sustaining the unit's (detachment, company, battery, squadron and flight) FRG.

**RESPONSIBILITIES:**

To work with, and under the direct supervision of the unit FRG Chairperson in an effort to organize, implement, and sustain the unit's FRG.

To work in a Partnership with the unit's FRG Chairperson, unit commander and/or the Military Point of Contract to ensure effective and efficient management of the FRG.

To attend all meetings of the FRG.

To prepare and present to the FRG membership minutes of the meetings.

To serve as primary point of contact for publicity and public affairs regarding FRG programs and activities.

To acknowledge in writing all gifts, contributions, Thank You notes requests for donations, etc., to Family Programs.

To develop a team if necessary to create a public affairs program for the FRG.

To develop an annual Public Affairs plan.

To report during each FRG meeting on development and implementation of Public Affairs plan.

To develop, publish and distribute at least annually a FRG newsletter.

To maintain a roster of all FRG members.

**QUALIFICATIONS:** The individual must:

Believe in the Arizona National Guard Family Readiness Program

Have the DESIRE and COMMITMENT to work with unit families.

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Have the TIME to assist/support volunteer family members in organizing and sustaining the unit's FRG.

Have the KNOWLEDGE to assist in educating unit family members.

Possess leadership skills.

Have a mature, responsible, and positive attitude.

Have the ability to get along will with others.

Display integrity, quality, commitment and caring qualities.

Ability to communicate well with a cross-section of people.

Ability to communicate well both oral and written.

### TRAINING

As provided by the State Family Readiness Office, on-the-job training, the unit commander, the unit FRG chairperson, and/or the higher headquarters'. May include regional/state workshop sponsored by the State Family Readiness Office.

### WORK HOURS

Approximately 8-12 hours per month with voluntary travel offered and the government may pay expenses.

### COMMITMENT

The minimum commitment is two year unless changes by mutual agreement of the unit commander and the FRG Chairperson. Contract is renewable based upon favorable performance evaluation. However, no FRG Secretary should exceed three years.

### ACCOUNTABILITY AND SUPERVISION:

The FRG Secretary works independently under the guidance and supervision of the unit FRG Chairperson. Performance should be evaluated (with input by the unit Commander and/or Military Point of Contact and FRG members at least quarterly (verbally), and annually (in writing)).

BENEFITS

The secretary will receive educational opportunities and experience in supervision for direction of the State Family program.

Meeting other family and Guard members.

Travel opportunities both in and out of state.

Utilize volunteer experience for present or future career opportunities.

Opportunity to meet and network with the chain of command.

**NOTE: THIS JOB DESCRIPTION IS PROVIDED AS GUIDANCE FOR USE BY UNIT COMMANDERS, FRG CHAIRPERSONS AND FRG SECRETARIES.**